



Montana Operations Manual  
**Policy**

Category	Travel
Effective Date	10/01/2016
Last Revised	10/04/2016

Issuing Authority	Department of Administration State Financial Services Division
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**Lodging Rates**

**I. Purpose**

Effective October 1, 2016, the standard federal lodging rate for federal fiscal year 2016 (October 1, 2016 through September 30, 2017) will be \$91 per night.

**II. Scope**

This policy applies to all state agencies and institutions, excluding community colleges. Any questions should be directed to the State Accounting Bureau at 444-4681.

**III. In-State Lodging**

The following shows lodging rates for the State of Montana high cost areas listed on the federal GSA website. The lodging rate listed in the table applies to the *entire* county even if a particular city in that county is not listed. If a county is not listed, the federal standard rate of \$91 should be used for the entire county.

Montana High Cost Areas by Counties	Maximum Lodging	Cities within listed counties include, but are not limited to:
Gallatin County	(Oct 1 – May 31) \$ 93 (June 1 – Sept 30) \$152	Bozeman Belgrade Big Sky West Yellowstone
Silver Bow	\$ 94	Butte
Richland / Dawson	\$122	Sidney Glendive
Lewis and Clark	\$ 95	Helena
Missoula / Lake / Flathead	(Oct 1 – June 30) \$ 95 (July 1 – Aug 31) \$140 (Sept 1 – Sept 30) \$ 95	Missoula Seeley Lake Polson Kalispell Whitefish

To find the county for a particular Montana city, visit the National Association of Counties' website at: <http://www.naco.org/Counties/Pages/CitySearch.aspx>

#### IV. Out-of- State lodging

The \$91 per night rate also applies to out-of-state lodging unless the city is in a high cost area. The out-of-state high cost areas are available on the federal GSA website. If the city is not listed on this table but the county is, the lodging rate listed applies to the entire county. If neither the city nor the county in which the city is located are listed, then the federal standard rate of \$91 should be used for that area. To find the GSA website go to: <http://sfed.mt.gov/SAB/EmployeeTravel> . Click on the "Federal Lodging Rate Guidelines" and select the state you will be visiting.